

**City of Auburn
Technology Commission
Auburn City Hall
1225 Lincoln Way, Auburn, CA 95603
Phone (530) 823-4211**

MINUTES OF January 13, 2011 Meeting

Commissioners Present

Glenn Tonkin, Chair
Richard Owens, Vice-Chair
Paul Mercurio, Member
Teresa Schredl, Member
George Preston, Member

Auburn City Staff Present

Andy Heath, Administrative Services Director

Call to Order

Commissioner Tonkin called the meeting to order at 4:35 pm. It was noted that a quorum of members was present for the meeting.

Approval of 12/9/10 Meeting Minutes

The meeting minutes were approved with one modification. The minutes were modified to indicate that Vice-Chair Owens had the action item to contact Wave Broadband and ask about their plans for cable service to the State Theater.

New Business

Review Auburn's 5-Year Technology Plan

Andy Heath, Administrative Services Director reviewed the City of Auburn Technology Plan prepared by J4 Systems of Rocklin, CA. J4 Systems had extensive knowledge of the City's existing systems and data network as the result of a project it carried out to upgrade the City's systems and network with all new: servers, network routers and firewalls. All software licenses were brought up to current status. As a part of this project J4 documented everything and provided a "red book" with this documentation at the Police Department and at City Hall. In 2009 the City eliminated its IT person as a result of a necessary headcount reduction. Since then J4 Systems has been available on-call to address problems.

The Technology Plan developed by J4 Systems had the objectives to:

- Provide a high level of transparency of information across departments and as appropriate to the public
- Improve workflow for administrative processes with the recommended use of Microsoft SharePoint
- Provide scalable applications
- Provide a common directions so that individual departments would not have to go off on their own to find solutions
- Provide security of Law Enforcement Information
- Ensure that all licensing is up-to-date and supported

A summary of the Technology plan was provided to each Commissioner. Several of the recommendations of the plan were acted on in 2010 including improvement of an archiving system for In-Car police camera video and the isolation of the Police Department network from City Hall. The plan calls for upgrades to Windows Server 2008, Exchange 2010, Windows 7 and Office 2010 in 2011; Implementation of SharePoint 2010, replacement of the CAD system (Tiberon) and replacement of the unsupported GIS system in 2012 ; Replacement of the Phone System in 2013 and implementation of a Virtual Desktop Infrastructure in 2014. The implementation of these initiatives is subject to available budget resources in the current tight budget environment.

Old Business

Status of Fiber installation Waste Water Treatment Plant

The Fiber is in place but requests for IP addresses have not yet been made. Chair Tonkin and Vice-Chair Owens will plan to attend the Tuesday meeting at the Waste Water Treatment Plant.

Status of Fiber installation at the City Airport

Wet weather has delayed trenching. Expect an end of January completion.

State Theater

There is fiber to the curb in front of the State Theater. It was agreed that a State Theater representative would be invited to the next meeting.

Work Plan

Action: Each Commissioner will review the Technology Plan Summary and provide suggestions for the Work Plan at the February Technology Commission Meeting.

Disposition of Telecommunications Commission responsibilities

Action: Chair Tonkin will draft a memo for the City Manager

Other Business

ACTV Update

The ACTV Board has agreed to dispose of all old equipment that is no longer in use. ACTV's Treasurer is handling the disposition of these assets. The Endurance Video is in rough cut form.

Date and Time of Next Meeting

February 10, 2011 at 4:30 PM.

Adjournment

Chair adjourned the meeting without objection at 6:22 pm.

APPROVAL ATTESTED TO:
Glenn Tonkin, Chair, Technology Commission